



### PRE-APPLICATION REQUEST FOR COMMENTS

The purpose of this "Pre-Application" review is to provide direct feedback from City Staff members on your project and identification of potential concerns before you spend your time and money submitting formal applications. You will also get information regarding what documents and plans you will need to submit with your application.

**1. Please provide the following preliminary information:**

#### Project Summary

Contact Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Proposed Project Location: \_\_\_\_\_ APN: \_\_\_\_\_

Size of Property: \_\_\_\_\_ Size of Building(s): \_\_\_\_\_

Type of Use Proposed: \_\_\_\_\_

Applicant's Interest in Property: ☐ Own ☐ Lease ☐ In Escrow ☐ Other: \_\_\_\_\_

Please describe your proposed project in further detail below. Include information regarding the type of development surrounding your property, what is on the property now, and any other information which will help us understand how the site is suited for your proposed project.

---

---

---

---

---

---

---

---

#### Required plans

Site Plan: You must have ten (10) folded copies of a site plan showing property lines, existing and proposed structures, parking areas, landscape areas and adjacent streets. This plan can be hand drawn, but must be scaled, indicating lot size, building dimensions and setbacks.

#### Recommended plans

City staff will be able to provide you with more detailed comments if you provide us with additional details such as building elevations, landscape plans, floor plans and grading plans.

- Written comments will be available for pick-up at the Planning counter approximately 2 weeks after submittal.**
- Based upon written comments, if you wish to meet staff to clarify information given or issues that have been raised, contact the project planner to schedule a meeting date with our Project Review Committee.**